



**CITY OF LEON VALLEY  
INTEROFFICE MEMORANDUM**

**DATE:** March 31, 2019  
**TO:** Mayor Chris Riley and City Council Members  
**FROM:** Kelly Kuenstler, City Manager  
**SUBJECT:** Pre-City Council Meeting Report

**Human Resources**

- Vacant Positions
  - Six Firefighter Paramedic positions are open. We welcome Elliot Gangwer and Reuben Salas to the Leon Valley Fire Department. We also have two new applicants in background.
  - One Public Works Laborer position currently advertising.
  - One Detective/Investigator Position - applications are currently being reviewed.
- Request for Proposals for city council chambers technology upgrade is currently being advertised and will close on 4/9/2019.

**Court**

Weekly Date for Community Service	Hrs. Scheduled	Hrs. Completed	Public Works	Fire Dept.	Municipal Court	Outside The City
03/10/2019-03/16/2019	156					
03/17/2019-03/23/2019	70					
Court Dates	# Of Cases Scheduled	# Of Defendants Scheduled	# Of Cases Processed During Court			
3/21/2019	419	254	194			
3/28/2019	632	231				

**Public Works**

- Projects:
  - The contractor for the LC-17 project is working on the sewer bypass this week. Area residents may smell sewer during this process. The project's projected end date is now May 16th, with 30 days allotted for punch-list.
  - NG Painting may be able to start this week on the welding work for the rehabilitation of the Grass Hill above ground water storage tank. They expected to start the job on April 1st.

- The City Engineer is finalizing plans for the bio-swale to be installed at Raymond Rimkus Park Forest Meadow entrance. The project will be bid in May and work is to start right after the 4th of July event. Provisions will be made to keep the entrance open to the Community Gardeners.
- Staff is working on obtaining a generator for the Grass Hill well plant.
- Staff has advertised for bids for concrete pavers for the parking lot at Shadow Mist. Bids are to be opened on April 8th.
- The City Engineer is working on documents for the CMAQ reimbursement program through the AAMPO to construct a Hike & Bike Trail through the fire break in the Huebner-Onion Natural Area Park. The application must be submitted by April 1, 2019.
- The City Engineer is finalizing the Huebner at Balky crosswalk bid documents.
- Staff met with CPS Energy to install street lights in the overflow parking lot at City Hall. They should have the lights installed in the next 2 months.
- The Pool Committee met to recommend pool fees for the 2019 pool season. These fees will be presented to City Council on April 2nd for final consideration.
- The new library LED monument sign is being installed this week. Staff attended training class on the operations aspect of the sign.
- Staff is working on the purchase of a property next to Huebner Creek, in anticipation of the bank erosion project. This will be brought to Council on April 2nd for final consideration.
- Staff and the City Engineer are working on a submittal for the MS4 Stormwater Permit.
- The City Engineer is preparing an ADA Assessment report, so that we have a plan going forward for the replacement of all non-ADA sidewalks in the city.
- The Department joined ICLEI – Local Governments For Sustainability USA, to further the Council’s goals for sustainability practices and to get a baseline carbon footprint. The agency will provide technical support and has assigned a liaison to our city going forward.
- Staff is meeting with Waterworth software technicians to set up an ongoing water and sewer rate study program.
- The City has been certified as a “Tree City USA” for another year.
- The City’s water and sewer system has been marked as a “Superior” by the TCEQ for another year.
- Staff will be working with Bexar County to install HALT gates at our flood areas along Poss Road. These are automated road barrier gates that will close when they “sense” flooding.
- Constructing walking path at The Ridge at Leon Valley Park.
- Repairing sidewalk on Yellow Rose and on Forest Bend.
- Completed construction of pavilion foundation at The Ridge at Leon Valley Park.
- Removing junk & debris in tributary between William Rancher and Samaritan Drives.
- Installing new benches at Raymond Rimkus Park.
- Set concrete pads for new bleachers at Raymond Rimkus Park, near basketball court. Bleachers will be installed this week. This was part of an Eagle Scout project by Tyler Meffert.
- Removed speed indicator sign on Evers Road for LED repairs. Sign is under warranty, so they will send us a new sign at no charge.
- Installing “No Thru Trucks” signs city-wide.
- Laying down new sod at Old Mill and The Ridge at Leon Valley parks.
- Satisfactorily completed state inspection at both well sites and the elevated tanks.
- Meeting with representatives from the LCRA to perform water sampling for new wells.
- Repaired sewer main leak at 7320 Linkmeadow.
- Working with plumber to install new sewer service on Blackberry.
- Repairing water leak at Raymond Rimkus Park restroom and will then repair sprinkler system leaks at the park and at the Community and Conference Centers.
- Training
  - The Director will be attending a management training class offered by the TCMA on March 27<sup>th</sup> and 28<sup>th</sup>, in Irving, Texas.

- The Assistant Director will be attending Session 3 of the Public Works Institute April 3<sup>rd</sup> through the 5<sup>th</sup>, in Austin.
- The Director will be attending a National Stormwater class on April 15<sup>th</sup> and 16<sup>th</sup>.
- Scheduling water classes for the Water Crew.

## **Police Department**

Please see below information on police activity over the listed period. Have a great day!

- Arrest
  - 3-04-19 – 6000 Bandera Rd. – One arrested for Possession of Marijuana < 2oz.
  - 3-05-19 – 7000 Bandera Rd. – One arrested for Theft \$100-750
  - 3-07-19 – 6500 Bandera Rd. – Traffic Stop – One arrested for traffic offense – Vehicle Impounded
  - 3-08-19 – 6600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 3-09-19 – 7100 Huebner Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 3-09-19 – 6800 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 3-09-19 – 7000 Bandera Rd. – One arrested for Theft \$100-750
  - 3-10-19 – 5600 NW Loop 410 – Emergency Detention one arrested/released at hospital
  - 3-10-19 – 6300 Rue Francois – One arrested for active warrant
  - 3-10-19 – 6600 Bandera Rd. – One arrested for Possession of Marijuana/Poss. THC Extract (Felony)
  - 3-10-19 – 7100 Bandera Rd. – One arrested for outstanding warrant
  - 3-11-19 – 7000 Bandera Rd. – Criminal Mischief \$0-100 – One cited/released
  - 3-11-19 – 5600 Bandera Rd. – Theft \$0-100 – One cited/released
  - 3-11-19 – 5900 Wurzbach Rd. – One arrested for Possession Marijuana/Outstanding warrant
  - 3-11-19 – 5900 Wurzbach Rd. – Violation City Ordinance Solicitation – One cited/released
  - 3-11-19 – 6700 Huebner Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 3-11-19 – 6000 Forest Shadow – Violation City Ordinance (Inoperable vehicle) – Vehicle Impounded
  - 3-13-19 – 5600 Loop 410 – Traffic Offense – One cited/released (Solicitation by Pedestrian)
  - 3-14-19 – 6400 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 3-14-19 – 5300 Wurzbach Rd. – Emergency Detention – One arrested/released at hospital
  - 3-14-19 – 6400 Bandera Rd. – Traffic Stop – One cited/released – Vehicle impounded
  - 3-14-19 – 6500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 3-14-19 – 6400 Evers Rd. – Traffic Stop – One cited/released – Vehicle impounded
  - 3-14-19 – 5700 Bandera Rd. – Traffic Stop – One cited /released – Vehicle Impounded
  - 3-14-19 – 5700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 3-15-19 – 6400 Bandera Rd – Traffic Stop – One cited/released – Vehicle Impounded
  - 3-15-19 – 7000 Pepperwood – Violation City Ordinance (Inoperable Vehicle) Vehicle Impounded
  - 3-15-19 – 6600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 3-15-19 – 4900 Althea Dr. – VCO (Inoperable Vehicle) – Vehicle Impounded
  - 3-15-19 – 5700 NW Loop 410 – Traffic Stop – One cited/released – Vehicle Impounded
  - 3-15-19 – 7400 Huebner Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 3-16-19 – 6200 Bandera Rd. – One arrested for Possession Marijuana < 2oz. – Vehicle Impounded
  - 3-16-19 – 7200 Sulky Ln. – Emergency Detention – One arrested/released at hospital
  - 3-17-19 – 7100 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 3-17-19 – 6500 Bandra Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 3-18-19 – 6300 Evers Rd. – Disturbance – One arrested for Assault/Family Violence and Interference with 911
  - 3-18-19 – 6600 Peachtree – Disturbance – One arrested for Possession of Marijuana < 2 oz.

- 3-20-19 – 6600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 3-21-19 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 3-21-19 – 5700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 3-21-19 – 7000 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 3-21-19 – 7100 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 3-21-19 – 6200 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 3-21-19 – 6400 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 3-21-19 – 5600 Wurzbach Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 3-21-19 – 6600 Bandera Rd. – Traffic Stop – One arrested for Possession of Marijuana < 2 oz. – Vehicle Impounded
- 3-22-19 – 5700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 3-22-19 – 6600 Bandera Rd. – Violation City Ordinance (Inoperable Vehicles X 3) – Vehicles Impounded
- 3-22-19 – 6600 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 3-22-19 – 7500 Huebner Rd. – Wanted Person – One arrested on active county warrant
- 3-23-19 – 6200 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 3-23-19 – 6900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- Significant Calls
  - 3-04-19 – 5600 Evers Rd. – Found Child
  - 3-04-19 – 5200 Savory Glen – Disturbance
  - 3-04-19 – 6300 Handsome Lake – Forgery
  - 3-04-19 – 5600 Evers Rd. – Assist other Agency – SAPD
  - 3-04-19 – 6700 Poss Rd. – Hit and Run Crash
  - 3-04-19 – 6300 Seneca Dr. – Criminal Mischief
  - 3-04-19 – 7000 Bandera Rd. – Crash
  - 3-04-19 – 5900 Bandera Rd. – Crash
  - 3-05-19 – 7000 Bandera Rd. – Crash
  - 3-05-19 – 7000 Bandera Rd. – Theft
  - 3-05-19 – 5700 NW Loop 410 – Burglary/Vehicle
  - 3-05-19 – Wurzbach and Bandera Rd. – Crash
  - 3-05-19 – 5700 Wurzbach Rd. – Crash
  - 3-05-19 – 7000 Forest Park – Open Garage Door
  - 3-05-19 – 6800 Forest Grove – Open garage Door
  - 3-05-19 – 6900 Forest Crest N. – Violation City Ordinance (Parking Violation)
  - 3-05-19 – 7000 Evening Sun – Suspicious Person
  - 3-05-19 – 6400 Red Jacket – Violation City Ordinance (Parking Violation)
  - 3-05-19 – 6000 Forest Ridge – Burglary/Habitation
  - 3-05-19 – 6000 Bandera Rd. – Crash
  - 3-05-19 – 6500 Forest Grove – Traffic Hazard – Vehicle Impound
  - 3-06-19 – 7200 Sulky Ln. – Burglary/Habitation
  - 3-06-19 – 6600 Bandera Rd. – Criminal Mischief
  - 3-06-19 – 5600 Grissom Rd. – Theft
  - 3-06-19 – 6800 Sunlight - Violation City Ordinance (Inoperable Vehicle)
  - 3-06-19 – 7000 Sunlight – Violation City Ordinance (Inoperable Vehicle)
  - 3-06-19 – 6200 Desert Sun – Violation City Ordinance (Inoperable Vehicle x 2)
  - 3-06-19 – 5900 Bandera Rd. – Crash
  - 3-06-19 – 7300 Reindeer Trail – Violation City Ordinance (Inoperable Vehicle x 6)
  - 3-07-19 – 6500 Bandera Rd. – Crash
  - 3-07-19 – 6600 Cherryleaf – AOA – LVFD
  - 3-07-19 – 6800 forest Meadow - Open Garage Door
  - 3-07-19 – 6300 Sunview – Violation City Ordinance (Inoperable Vehicle)

- 3-07-19 – 5600 Bandera Rd. – Crash
- 3-07-19 – 5900 Bandera Rd. – Theft
- 3-07-19 – 5800 Bandera Rd. – Crash
- 3-07-19 – 5500 Bandera Rd. – Crash
- 3-07-19 – 5800 Bandera Rd. – Crash
- 3-08-19 – 6300 Evers RD. – Burglary/Vehicle
- 3-08-19 – 7600 Linkwood Dr. – Violation City Ordinance (Parking Violation)
- 3-08-19 – 6800 Huebner Rd. – Crash
- 3-08-19 – 6800 Bandera Rd. – Crash
- 3-08-19 – 5700 Wurzbach Rd. – Crash
- 3-08-19 – 6100 Desert Sun – Violation City Ordinance (Inoperable Vehicle)
- 3-09-19 – 6400 Bandera Rd. – Disturbance
- 3-09-19 – 6300 Forest Bend – Violation City Ordinance (Parking Violation)
- 3-10-19 – 6100 Bandera Rd. Crash (Fatality)
- 3-10-19 – 5700 Wurzbach Rd. – Crash
- 3-10-19 – 6300 Pickering – Open Garage Door
- 3-10-19 – 5800 Grass Hill – Open Garage Door
- 3-10-19 – 6000 Kinman Dr. – Open Garage Door
- 3-10-19 – 5600 Poppy Seed Run – Open Garage Door
- 3-10-19 – 7000 Forest Meadow – Violation City Ordinance (Parking Violation)
- 3-10-19 – 7000 Forest Grove – Violation City Ordinance (Parking Violation)
- 3-10-19 – 7000 Forest Way – Violation City Ordinance (Parking Violation)
- 3-10-19 – 5900 Forest Mill – Violation City Ordinance (Parking Violation)
- 3-10-19 – 6000 Forest Shadow – Violation City Ordinance (parking Violation)
- 3-11-19 – 5600 Bandera Rd – Theft
- 3-11-19 – 5600 Bandera Rd. – Crash
- 3-11-19 – 5600 Bandera Rd. – Theft
- 3-11-19 – 6800 Poss Rd. – Crash
- 3-12-19 – 6000 Grissom Rd. – Criminal Trespass
- 3-12-19 – 6300 Rue Marielyn – Theft
- 3-12-19 – 6100 Bandera Rd. – Crash
- 3-12-19 – 6100 Forest Wood – Missing Person
- 3-12-19 – 7100 Bandera Rd. – Crash (Motor Vehicle/Pedestrian)
- 3-12-19 – 6800 Bandera Rd. – Open Garage Door
- 3-12-19 – 7000 Bandera Rd. – Alarm
- 3-12-19 – 5500 Bandera Rd. – Alarm
- 3-12-19 – 7300 Chenal Point – Open Garage Door
- 3-13-19 – Bandera and Grissom Rd. – Crash
- 3-13-19 – Bandera and Poss Rd. – Crash
- 3-13-19 – 6200 Setting Sun – Crash
- 3-13-19 – 6000 Grissom Rd. – Theft
- 3-13-19 – 5900 Bandera Rd – Crash
- 3-14-19 – 6600 forest Bend N. – Suspicious Person
- 3-14-19 – 6600 Peach Tree – Criminal Mischief
- 3-14-19 – 7600 Linkwood Dr. – Violation City Ordinance (Parking Violation)
- 3-14-19 – 6200 Bandera Rd. – Crash
- 3-14-19 – 5700 Stemmons – Crash
- 3-14-19 – 7300 Reindeer Trail – Violation City Ordinance (Parking Violation)
- 3-14-19 – 5800 NW Loop 410 – Crash
- 3-14-19 – 6600 Forest Grove – Violation City Ordinance (Inoperable Vehicle)
- 3-14-19 – 6100 Forest View – Open Vehicle Door

- 3-14-19 – 5900 forest Ridge – Violation City Ordinance (Inoperable Vehicle)
- 3-14-19 – 7200 forest Meadow – Violation City Ordinance (Inoperable Vehicle)
- 3-14-19 – 5900 Bandera Rd. – Theft
- 3-14-19 – 5600 Bandera Rd – Crash
- 3-14-19 – 5400 Bandera Rd – Alarm
- 3-14-19 – 6500 Bandera Rd – Alarm
- 3-14-19 – 6200 Sun dial – Violation City Ordinance (Inoperable Vehicle)
- 3-15-19 – 6600 Grist Mill – Suspicious Vehicle
- 3-15-19 – 5900 Evers Rd. – Crash
- 3-15-19 – 6700 Joan Grona - Open Garage Door
- 3-15-19 – 6641 Sally Agee – Open Garage Door
- 3-16-19 – 5600 Wurzbach Rd. – Crash
- 3-16-19 – 6100 Rue Francois – Crash
- 3-16-19 – 5400 Bandera Rd – Criminal Trespass
- 3-16-19 – 6800 Bandera Rd. – Crash
- 3-16-19 – 6100 Bandera – Public Intoxication – One arrested/released to 601 S. Frio
- 3-16-19 – 5600 Evers Rd. – Robbery
- 3-16-19 – 5400 Bandera Rd. – Alarm
- 3-16-19 – 6600 Sally Agee – Open Garage Door
- 3-17-19 – 7600 Linkwood – Violation City Ordinance (Parking Violation)
- 3-17-19 – 6100 Bandera Rd. – Crash
- 3-17-19 – 6400 Von Rosk – Open Garage Door
- 3-17-19 – 6500 Bandera Rd. – Crash
- 3-18-19 – 5400 Bandera Rd. – Crash
- 3-18-19 – 5500 Bandera Rd. – Forgery
- 3-18-19 – 6800 Forest Grove – Alarm
- 3-18-19 – 7000 Weathered Post – Criminal Trespass
- 3-18-19 – 7400 Huebner Rd. – Crash
- 3-18-19 – 6300 Corn Planter – Forgery
- 3-18-19 – 6900 Bandera Rd. – Crash
- 3-18-19 – 6700 Huebner Rd. – Deadly conduct
- 3-18-19 – 5600 Bandera Rd. – Theft
- 3-18-19 – 6800 Bandera Rd. – Crash
- 3-19-19 – 5600 Bandera Rd. – Crash
- 3-19-19 – 6900 Bandera Rd. – Crash
- 3-19-19 – 7000 Weathered Post – Harassment
- 3-19-19 – 6100 Rue Francois – Apparent Sudden Death
- 3-19-19 – 6800 Bandera Rd. – Theft
- 3-19-19 – 6400 Nutmeg Trail – Burglary/Vehicle
- 3-19-19 – 6400 Grissom Rd. – Crash
- 3-19-19 – 5600 Bandera Rd. – Theft
- 3-20-19 – 5400 Bandera Rd. – Crash
- 3-20-19 – Bandera and Wurzbach – Crash
- 3-20-19 – 6900 Bandera Rd. – Disorderly Conduct
- 3-20-19 – 5600 Bandera Rd. – Damage to property
- 3-20-19 – 6500 Bandera Rd. – Crash
- 3-20-19 – 7000 Forest Moss – Cruelty to Animal
- 3-21-19 – 6800 Bandera Rd. – Crash
- 3-21-19 – 7000 Forest Crest – Violation City Ordinance (inoperable vehicle)
- 3-21-19 – 6200 Sun Dial – Violation City Ordinance (Inoperable Vehicle)
- 3-21-19 – 5600 Loop 410 – Hit and Run Crash

- 3-21-19 – 6400 Bandera Rd. – Alarm
- 3-21-19 – 5600 Bandera Rd. – Theft
- 3-22-19 – 6800 Bandera Rd. – Crash
- 3-22-19 – 5200 Savory Glen – Crash
- 3-22-19 – 6800 Forest Crest N. – Assist Other Agency (A.P.S.)
- 3-22-19 – 6800 Forest Crest – Found open front door
- 3-22-19 – 6000 Forest Shadow – Found open garage door
- 3-22-19 – 6400 Stable – Violation City Ordinance (Parking Violation)
- 3-22-19 – 5500 Wurzbach Rd. – Crash
- 3-22-19 – 6600 Bandera Rd. – Crash
- 3-22-19 – 7100 Huebner Rd. – Crash
- 3-22-19 – 5700 NW Loop 410 – Crash
- 3-22-19 – 5500 Bandera Rd. – Crash
- 3-22-19 – 6000 Grissom Rd. – Theft of a Vehicle
- Traffic Citations - 250
- Warnings – 91
- **Cases Filed by CID: Three (3):**
  - One (1) Filed felony family violence
  - One (1) Possession CS < 1 G
  - One (1) misdemeanor harassment
- **CID Activity/Active Investigations**
  - Detectives are actively investigating two (2) burglaries
  - Detectives worked on a missing person case.
  - An ongoing investigation resulted in a hold being placed on items in a pawn shop.
  - Detectives registered two sex offenders.
  - An indecency with a child case is still under investigation.
  - Ongoing meetings with the District Attorney’s Office
  - Downloaded seven (7) videos for District Attorney’s Office
  - Three witness statements taken.
  - Detectives assisted with the impound lot auction.
  - CID is working two deadly conduct with firearm cases 03/21/19
  - Requested two lineups 3/22/19
  - CID responded to an apparent sudden death at 6400 Rue François. No obvious signs of foul play. Appears medical related. 03/20/19 1830 hrs.
- Code Enforcement
  - (15) Junked/abandoned/illegal vehicles tagged, and two citations given
  - (66) Grass/weed violations were handled
  - (45) Bandit signs were seized
  - (08) Trash complaints
  - (09) Building violations/complaints
  - (06) Graffiti complaints
  - (01) Pool Complaints
  - (07) Parking Complaints
  - (03) Vehicle Blocking Sidewalks
  - (02) Fence Complaints
  - (12) Storage Complaints
  - (01) Pet Noise Complaints
- VCO Citations Were Issued at the Following Locations:
  - 5900 Forest Knoll – Inoperable Vehicle Letter
  - 5900 Forest Rim – Dog at Large Letter
  - 7000 Settler Ridge – Fence Prohibited Condition Final

- 5600 Poppy Seed Run – Inoperable Vehicle Letter
- 6000 Kinman – Inoperable Vehicle – in court Extension
- 6700 Yellow Rose – Inoperable Vehicle Final
- 7000 Pepperwood – Inoperable Vehicle Final
- 6400 Handsome Lake – Inoperable Vehicle Extension
- 6800 Sunlight Dr. – Inoperable Vehicle Letter
- 6100 Forest Wood – Inoperable Vehicle Letter
- 6700 Sunlight Dr.– Inoperable Vehicle Letter
- 7000 Wild Fern – Inoperable Vehicle Letter
- 7100 Pepperwood – Inoperable Vehicle Final
- 7000 Pepperwood – Inoperable Vehicle Final
- 7600 Linkwood – Vehicle in Side Yard Letter
- 6700 Timberhill – Fence Violation Letter
- 7400 Linkmeadow – Trash Final
- Animal Control
  - (06) At large dog calls
  - (04) Feral cats Trapped for T&R program
  - (02) Missing Animals
  - (02) Wild Animal (Racoons)
  - (02) Dead Racoons
  - (01) Dead Deer
- Traffic Unit
  - Active Assignments include school zones before and after school neighborhood speeding/traffic concerns including 6600 Bandera at the Walgreens (3 citations), Evers Rd (28 citations issued)/Poss/Forest, Bandera/Seneca (8 citations), Leon Valley Elementary (17 citations issued), Marshall High School on Lobo Ln (4 citations), Monte Robles, Linkwood, Timber Hill (10 citations) and 6100-6600 Evers.
    - Moving Violations 298
    - Non-Moving Violations 55
    - Warnings 57
    - Vehicles Impounded 10
- Training
  - Officer Griego attended Driving While Intoxicated Refresher Training at Balcones Heights PD.
- Volunteer Activity
  - Chief Salvaggio, Lt. David Anderson, and Detective Terry Brooks all continue to work with Texas Special Olympics for the Spring and Summer Games. Numerous meetings, discussions, and fundraising events have been accomplished during this period.

## **Fire Department**

- **Fire Investigation-** The Fire Department responded to a structure fire at Calypso Apartments located at 5900 Wurzbach Road that had a fire inside apartment 914 on 3/16/19 at approximately 5:00 a.m. in the ceiling of the bathroom. All individuals from the residence were able to self-evacuate with no severe injuries. The Leon Valley Fire Department had a very quick response time which minimized the amount of damage to the residence. The affected family has made temporary living arrangements and has not expressed the need for additional assistance. The tenants in the apartment below were affected due to water damage. Please note no pets were affected.
- **ASSPP Time!** - The Fire Department is engaged in applying (again) for funding through the federal Ambulance Supplemental Payment Program (ASPP). This funding opportunity provides reimbursement for applicable emergency medical services to qualified agencies. The City of Leon Valley has recovered over \$250,000+ since participating in this program and are one of a very few EMS agencies that have

worked to meet approval in the state of Texas. We are working hard to meet all the requirement with a goal of a positive report.

- **TDH Paramedic License Renewal -CE Solutions** – The team is completing their EMS Continuing Education for credit towards their paramedic certifications, specifically for training hours to maintain their paramedic patch. The CE Solution courses are completed online with a required passing test grade of 70%. These are some of the courses completed by the FD team Kinematics of Trauma, Bioterrorism Prep and Response for EMS, Weapons of Mass Destruction, Introduction to hazardous Materials, Chemical Weapons Awareness, Automatic External Defibrillators, Pediatric Burns, Prehospital Burn Management, Fundamentals of SCBA, Crew Resource Management, Firefighter and Crew Safety, Vehicle Extrication, Sleep Deprivation, Hazardous Communications, Accidental Poisonings, Crew Resource Management, Fire Service Communications, Adult Respiratory Emergencies, Emergency Medical Dispatcher Stress, Prehospital Chest Decompression, School Bus Emergencies, Emergency Vehicle Operations, Emergency Medical Dispatcher Stress, Adult Respiratory Emergencies, Acute Abdominal Pain, and Building Search and Rescue.
- **Fire Department Continuing Education-** Captain, Jimmy Garcia is attending the Texas A&M Engineering (TEEX) NFPA 1021 Fire Officer III/IV combination courses for two weeks. The Fire Officer III/IV combination course satisfies the requirements of National Fire Protection Association to obtain certification through the Texas Commission on Fire Protection (TCFP) and the National Board on Fire Service Professional Qualifications (Pro Board). The course is designed around classroom lectures and group interactive exercises to improve your abilities to manage a fire service organization. The course emphasizes community/government relations, model planning, budgeting, human resources, trends and support organizations, and emergency service delivery. The course includes a written project that requires you to develop a strategic plan.
- **Flood Emergency Plan Magnets (associated FERP-Flood Emergency Response Plan)-** FD & PD will be distributing the magnets door to door for the second year on Friday, March 29th, Saturday, March 30th, Sunday, March 31<sup>st</sup> in the Floodplain areas to ensure this emergency information is communicated to the Leon Valley Community. The Flood magnets are available at the Fire Department, Police Department, City Hall literature rack, City Council, as well as the Library. Flood magnet information has been posted on Facebook and NextDoor to communicate to the community the usage and availability. In addition, we will be collecting resident information to update Leon Valley's Floodplain Emergency Alert Contact List, during magnet deliveries within the floodplain areas.
- **Fire Recovery USA** – The Fire department has received an incident recovery total collection in the amount of **\$31,816.70** to date with 51 pending claims, and 3 denials by insurance companies.
- **File of Life** – We have "File of Life" Emergency Information Refrigerator Magnet Cards for citizens for their home, at No Cost. The "File of Life" is available at the Fire Department, Police Department, City Hall literature rack, City Council table as well as the Library. "File of Life" has been posted on Facebook and NextDoor to communicate to the community the usage and availability. The card is filled out by the citizens and contains important medical and contact information that the EMS staff needs to know during an emergency, such as medical history, allergies and medications. File of Life is part of our prevention programs the information is kept on or in the refrigerator for easy access for EMS crews.

### **Community Development Department**

- Zoning Code/Comprehensive Plan Revisions
  - Future updates and revisions to the City's Comprehensive Master Plan were discussed at the City's Town Hall meeting on January 26, 2019. Staff is in the process of developing a schedule of future public meetings to discuss these revisions, which are anticipated to take place over the next six months
- Zoning Commission
  - The Zoning Commission held a meeting on Tuesday, March 26, 2019. The following items were considered:

- A zone change to remove the sustainability Overlay District classification at 6617 Evers Road. **TABLED**
    - A specific use permit for a self-service car wash and auto detailing at 6617 Evers Road. **TABLED**
    - Zoning Code Amendment Regarding requirements and procedures for Certificates of Occupancy. **RECOMMENDED APPROVAL**
  - The next Zoning Commission meeting is scheduled for Tuesday, April 23, 2019. The following items are scheduled for consideration:
    - A zone change to remove the Sustainability Overlay District classification at 6617 Evers Road. Reconsideration from March 26<sup>th</sup> meeting.
    - A specific use permit for a self-service car wash and auto detailing at 6617 Evers Road. Reconsideration from March 26<sup>th</sup> meeting.
    - A specific use permit for printing and reproduction services at 6336 Bandera Road.
    - A specific use permit for outside storage at 6200 Grissom Road.
    - Zoning Code Amendment Regarding requirements for Community Homes.
- Board of Adjustment
  - Staff has received a request for a variance at 6617 Evers Road. This request is anticipated for consideration at the April Board of Adjustment meeting.
    - The Board of Adjustment held a meeting on Thursday, March 28, 2019. The purpose of the meeting was continuing education and training focusing on the recently revised procedures and criteria for evaluating variance requests.
- Plats
  - Staff has an open replat request by Huebner Dirt Investments Ltd. for 2.418 acres located on Huebner Road. The replat would potentially create 3 lots. The land is undeveloped and is currently zoned B-1 and B-2. The applicant plans to request a rezoning of the property and has postponed his plat application until that time. An SUP will also be required for new commercial development on the site because it is adjacent to residential zoning.
  - Staff is processing a request for an amending plat for the Northside ISD property at 5900 Evers Road.
- City Council
  - The City Council will be considering the following Planning and Zoning Department related items at the April 2, 2019 meeting:
    - An amendment to Chapter 3.05 of the building code regarding Residential Front yard Fences. (2<sup>nd</sup> Reading)
    - Zoning Code Amendment Regarding requirements and procedures for Certificates of Occupancy. (1<sup>st</sup> Reading)
- Permitting and Records
  - 60 walk-ins
  - 74 building permits issued/processed (including trade permits)
  - Received 4 Certificate of applications
  - Issued 3 Certificates of Occupancy

### **Economic Development**

- Prepared FY 2020 Proposed Budget for City Manager
- Facilitated ONIT meeting 3/13/2019 & 3/27/2019
- Attended Northwest San Antonio Chamber of Commerce Luncheon 3/20/2019
- Presented ONIT update to Citizens Police Advisory Committee 3/20/2019
- Attended Economic and Community Development Advisory Committee meeting 3/4/2019
- Facilitated Sign Code Update Advisory Committee meeting 03/25/2019
- Attended ICSC Webinar with Assistant City Manager 3/26/2019
- Meeting with El Verde citizen and PW to discuss drainage concerns at a business

- Meeting with citizens of Adair to discuss new Group Home business
- Businesses That Received Certificates of Occupancy
  - 6505 Bandera Road – U Cell I Buyback Iphone
  - 5309 Wurzbach Suite 100-1 – My Health Review PLLC
  - 5800 Wurzbach – Christian Village Apartments
- Enforcement
  - 7007 Bandera #16 – Texas Concept Remodeling – Sign Violation
  - 7007 Bandera #8 – Divas Salon – Sign Violation
  - 6004 Grissom – Arrendondo Group – Multiple Violations
  - 6821 Bandera – PR Center Kitchen Cabinets and Flooring – Sign Violation
  - 7101 Bandera – La Tia Bertha Mexican Restaurant – Sign Violation
  - 7042 Bandera – All Star Health Care – Sign Violation
  - 7128 Bandera – Texas Thunder Range – Sign Violation
  - 7007 Bandera #16 – Texas Concept Remodeling – 2<sup>nd</sup> Sign Violation notice
  - 7122 Bandera – Texas Guns – Multiple Violations
  - 6000 Bandera – Pilgrims – Working with Owners to abate violations
- Fire and Zoning Inspections:
  - 6506 Bandera – Yho Store
  - 6879 Bandera – Smash
  - 6506 Bandera – Yho Store – Re-inspection
- Certificate of Occupancy Issue
  - 7007 Bandera – Divos Barbershop
    - Sign violations and issues with Certificate of Occupancy - resolved.
- Special Events
  - Special Events Coordinator continues to update and reorganize the City’s website and social media pages, as well as lease and promote the Leon Valley Community and Conference Center
  - Ongoing Projects:
    - Coordinating the UTSA’s Networking Breakfast for 04/10/2019
      - Amiga Café (local restaurant will cater breakfast)
    - Continue to coordinate with John Marshall High School, to host the unveiling of their 18-wheeler in conjunction with Movies in the Park Event, 04/12/2019.
    - Meet with sponsors for the 4<sup>th</sup> of July Event
      - Ancira
      - Just Smashem
      - Randolph Brooks Federal Credit Union
    - Preparing the schedule/sponsor list for the Soap Box Derby Event: 10/26/2019
      - Will have a meeting on Saturday, 03/30/2019 with Beth Federico (previous coordinator)
    - Submitted the CDBG Grant Application for the Community Center
    - Working on updated brochures for the Leon Valley Conference Centers

### **City Secretary**

- Since the last report, the City Secretary’s Office has received 10 open record requests. The requests were for: permit information, Red Light Camera items, planning/platting site plans, Staff emails, staff text messages, staff phone records, body cam videos, police reports and accident reports.
- Prepared, posted and drafted City Council agendas and minutes.
- Prepared and submitted for publication recently qualifying adopted City ordinances.
- Finalized preparations for the April 4, 2019, for the 2019 Volunteer Appreciation Dinner.
- Continued working on the Fiscal Year 2020 City Manager and Council Proposed Budget

### **Library**

- Library Trustee Meeting Thursday, April 11, 2019, at the library.

- Library Volunteer Appreciation Event will be Wednesday, April 10 from 5-7 pm in the library.
- The Library has a new stuffed “Reading Pig” named Hamlet for children to read to and earn incentives. Great reception so far.
- National Library Week is April 7-13, 2019.
- Texas State Library Convention is April 15-18, 2019 in Austin. The Library Director will attend over those dates, Assistant Library Director will attend April 17 and 18 and she is presenting during the evening storytelling event.

### **Upcoming Events:**

- Next Regular Council Meeting begins at 6:00 p.m. on Tuesday, April 2, 2019, at 6:00 p.m.
- The following Regular City Council Meeting Tuesday, April 16, 2019, at 6:00 p.m.
- AARP Foundation Tax-Aid, Tuesdays and Thursdays beginning February 5, 2019, through April 11, 2019, at the Leon Valley Community Center.
- The 2019 Volunteer Appreciation Dinner, Thursday, April 4, 2019, at 6:00 p.m. at the Leon Valley Conference Center.
- National Library Week is April 7-13, 2019.
- UTSA Breakfast, Wednesday, April 10, 2019, from 8:00 a.m. to 10:30 a.m. at the Conference Center.
- Coffee with the Mayor and City Council, Saturday, April 27, 2019, from 9:00 a.m. to 11:00 a.m. at the Conference Center.
- May 4, 2019, General Election
- Movies in the Park and the unveiling of John Marshall High School’s 18-wheeler on April 12, 2019, at dusk.
- Library Summer Reading Special Events:
  - Monday, June 10, 2019, from 10:30 a.m. – 12 noon. Summer Reading Kick Off/Big Rig “Petting Zoo” (Large machines and trucks to view and sit in)
  - Tuesday, June 18, 2019, at 10:30 a.m. - Joe McDermott Concert in the Conference Center. Joe is a children’s recording artist and is an excellent concert – very engaging for children and adults!
  - Tuesday, June 25, 2019, at 10:30 a.m. - SW Dairy Farmers bring their mobile classroom and a COW to the library!
  - Tuesday, July 9, 2019, at 10:30 a.m. – Happy Tails Exotic Animal Show in the Conference Center.
- Committee Meetings:
  - Hike and Bike Trail Meeting will meet on April 9, 2019, at 6: 30 p.m. at City Hall.
  - Earthwise Living Day Committee meeting will meet on April 10, 2019, at 5:30 p.m. at Public Works.
  - Library Trustee Meeting will be held on April 11, 2019, at 5:30 p.m. at the library.
  - Park Commission meeting will be held on April 11, 2019, at 6:30 p.m. at the Leon Valley Conference Center.
  - Citizens Police Advisory Committee will hold a meeting on April 17, 2019, at 6:00 p.m. at City Hall.
  - Zoning Commission meeting will hold a meeting on April 23, 2019, at 6:00 p.m. at City Hall.